

Yowell Meadow Park & Mt. Run Lake Park Major Event Application

(Application to be submitted 45 days in advance of event)

SORRY, NO REFUNDS.

Date Received:			
Name of Applicant:			
Address of Applicant			
Phone Number:			
Name of Event:			
Date of Event(s):	From	to	
Hours of Event(s):	From	a.m./p.m. to	a.m./p.m.
Rain Date Requested:	<input type="checkbox"/> YES (Dates) <input type="checkbox"/> NO		
Maximum Attendance:	_____ (100 people or more is considered a Major Event.)		
Description of Event: OVERNIGHT CAMPING MUST BE APPROVED BY THE TOWN MANAGER!!	_____ _____ _____ _____		
Type of Event:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Fundraising <input type="checkbox"/> Seasonal Sports		
Location of Activities: (Check all boxes that apply for the specific park, court(s), field(s), and/or pavilion(s).	<input type="checkbox"/> Yowell Meadow Park (Town) <input type="checkbox"/> Pavilion A <input type="checkbox"/> Pavilion B <input type="checkbox"/> Athletic Field 1* <input type="checkbox"/> Athletic Field 2* <input type="checkbox"/> Basketball Court <input type="checkbox"/> Baseball Field <input type="checkbox"/> Tennis Courts <input type="checkbox"/> T-Ball Field		<input type="checkbox"/> Mountain Run Lake Park (County) <input type="checkbox"/> Pavilion #1 - Jaycee's <input type="checkbox"/> Pavilion #2 - Dawn Lions <input type="checkbox"/> Pavilion #3 - Rotary <input type="checkbox"/> Pavilion #4 - Mid-Day Lions
	<div style="border: 1px solid black; padding: 5px; background-color: yellow;"> *NOTE: VERIFY THE STATUS OF ATHLETIC FIELDS WITH STAFF-- THEY ARE CLOSED PERIODICALLY FOR ROUTINE MAINTENANCE </div>		
Town Services Needed: (Check all that apply)	<input type="checkbox"/> Comfort Station (Restrooms at both parks) <input type="checkbox"/> Trash Pick-up <input type="checkbox"/> Electric (Yowell Meadow Park only) <input type="checkbox"/> Police		

YOU MUST CONTACT THE CULPEPER COUNTY BUILDING DEPARTMENT IMMEDIATELY TO DETERMINE IF AN INSPECTION IS REQUIRED FOR ERECTING TEMPORARY STRUCTURES SUCH AS TENTS, MOON BOUNCES, STAGES, ETC. THE BUILDING DEPARTMENT OFFICES ARE LOCATED IN THE BASEMENT OF THE COUNTY ADMINISTRATION BUILDING, LOCATED AT 302 NORTH MAIN STREET, CULPEPER, VA (PHONE: 540-727-3405). THE TOWN OF CULPEPER PROVIDES THIS INFORMATION AS A COURTESY AND DOES NOT HAVE THE AUTHORITY TO ISSUE BUILDING PERMITS AND IS NOT RESPONSIBLE FOR ADDITIONAL FEES AS A RESULT OF INSPECTIONS THAT MAY BE REQUIRED AS A RESULT OF YOUR EVENT.

Applicant Signature _____
Staff Signature _____

ADMINISTRATIVE USE ONLY

FEES IMPOSED: _____

☐ Recommend Approval ☐ Recommend Denial

Reasons: _____

(ATTACHMENT TO ACCOMPANY ALL MAJOR EVENT APPLICATIONS)

DESCRIPTION OF MAJOR SERVICES

When applying for a Major Event with the Town of Culpeper, please keep in mind the following things:

1. Erection of temporary structures for use in your event;
2. Proper disposition of trash and receptacles;
3. Use of electric utilities (Yowell Meadow Park only);
4. Use of restroom facilities (Yowell Meadow and Mountain Run Lake Parks).

Erection of Temporary Structures

If you intend to rent, erect, and use structures of a temporary nature, such as tents, a “moon bounce”, stage, or other such structure, you must check with the Culpeper County Building Department to determine if a building permit for a temporary structure is needed. **The Town of Culpeper does not issue building permits—only Culpeper County.** When you fill out the applications please describe, in the greatest detail possible, the activities that will occur during the course of your event; also detail all such structures that would be constructed, inflated, or designed especially for this event. The staff of the Culpeper County Building Department will make a determination based upon the size of the structure, and whether permits are necessary. When permit are needed, usually a building permit and a certificate of occupancy are both needed. You are responsible for scheduling an inspection, if one is required, with the proper individuals at the Culpeper County Building Department. The Building Department is located in the basement of the County Administration Building, which is located at 302 N. Main Street, Culpeper, VA 22701. You can reach the Building Department at (540) 727-3405, Monday through Friday, 7:30 a.m. – 4:30 p.m.

Proper Disposition of Trash and Receptacles

The Public Works Department will provide receptacles for the placement of trash which results from your event. It is the applicant’s responsibility to see that all trash is either hauled away or placed in bags and placed inside the receptacles. The area being rented for the major event should be cleaned up and vacated by dark, when the park closes. Copies of the Major Event form are provided to the Public Works Department and receptacles will be placed at the location of the event, as indicated on the Major Event form. Fees may be imposed for failure to clean up, as specified above

Usage of Utilities (electric – Yowell Meadow Park)

The Light and Power Department will ensure that electric service has been turned on in Yowell Meadow Park, only if it has been indicated on the Major Event form. The electricity is available from no other source, other than the pavilion being rented. If you intend to use a public address system, please indicate so on the Major Event form. The Town does not provide such equipment, nor does it provide additional equipment such as extension cords (please plan on such when making your arrangements).

Usage of Restroom Facilities – Yowell Meadow and Mountain Run Lake Parks

Upon indicating your need for restroom facilities, the Public Works Department will make the comfort station at Yowell Meadow Park or the stand-alone restroom facility at Mountain Run Lake Park accessible to event-goers. Please report any closures or problems with the facility (ies) to the Department of Planning and Community Development.

Fee Schedule

The following is a schedule of fees associated with reserving and renting the pavilions at Yowell Meadow and Mountain Run Lake parks:

Reservation	Park	Fee
Event 0-99 Persons (weekday, weekend or holiday)	YMP and MRLP	\$25
Major Event (100+ People)	YMP and MRLP	\$100
Major Event if not a Town or County Resident (100+ people)	YMP and MRLP	\$300

Town of Culpeper
Parks Rules & Regulations for All Town Parks
(Kestner Wayside, Lake Pelham, Mountain Run Lake Park, & Yowell Meadow Park)

IN GENERAL

The following rules and regulations provide for the safe, enjoyable use of all Town parks subject to rules of conduct for the protection and safety of all citizens of the Town of Culpeper.

All areas, amenities and facilities located in the parks are open for public recreation year round during daylight hours. No person is allowed in the parks between one hour after sunset and one hour before sunrise except upon special permission from the Town Manager.

Do not litter. Help keep the park areas clean by using conveniently placed trash receptacles for all garbage and rubbish. Clean-up of the pavilions before and after use is the responsibility of the person using the facility. Any person(s) using the park who fails to clean-up trash or other debris left by his/her use, shall be held liable to the Town for all costs incurred in removing such trash and debris.

RULES & REGULATIONS

The following items and activities are strictly prohibited in all Town parks:

Alcoholic beverages	Glass containers
Boats with gasoline motors on lake or pond	Horses, without prior approval of the Town Manager
Commercial activity except pursuant to a specific contract with the Town	Ice skating
Damage or vandalism to any facility, amenity, tree or shrub	Littering
Drugs	Loud noise or music, without prior approval of the Town Manager
Fishing without individual Town permit in addition to a valid State of County fishing license	Motorized equipment or vehicles except in the parking lot
Gambling	No pets, dogs, or other domestic animals shall be permitted to run at large
Swimming or wading in Mountain Run Lake, Yowell Meadow Park pond or the stream	

PERMITTED USES FOR MAJOR AND REGULAR EVENTS

Applications for major and regular events can include the following uses:

Live bands/concerts	<i>Large company or organization picnics (Major Events Only)</i>
Selling of or commercial preparation of food (upon approval and possession of all health permits)	<i>Holiday related festivities such as the 4th of July (Major Events Only)</i>
Fund-raising events	<i>Speakers (that point away from Gardner Street)</i>
<i>Athletic events (races, Soap Box Derby, etc.)</i>	<i>Erection of temporary structures such as tents, moon bounces, etc. upon obtaining the proper permits from the Culpeper County Building Department</i>

PROHIBITED USES FOR MAJOR EVENTS & RESERVING FACILITIES

Prohibiting the public from entering an area reserved for a major event	Charging admission to a major event
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OTHER RESERVATIONS OF FACILITIES

Applications for reserving pavilions, soccer fields, baseball fields, tennis courts, or other facilities are on a first-come, first-served basis. Applications are available at the Department of Planning & Community Development, 400 S. Main Street, 3rd Floor, Culpeper, VA. You can reach the department by calling (540) 829-8260.

Unless posted otherwise, the Mountain Run Lake Spillway is available for recreational use on a first-come, first-served basis from the control section toward the lake. Reservations for its use are not issued. Special care must be taken to maintain the integrity of the turf in the spillway.

APPEALS PROCESS

All applications for Major Events will be reviewed by the staff of the Department of Planning and Community Development. When deemed appropriate, staff will bring any requests for Major Events to the Parks and Recreation Commission for their approval. Such requests will only be brought to the Commission when there are unusual circumstances or requests made within in the major event application. Under all other cases, the Parks and Recreation Commission will serve as an appeals body and will hear all applications that were denied by staff. Appeals must be made in writing within one (1) week following any denial by planning department staff. The Commission will deliver a written decision to the applicant following the nearest regular meeting or a special meeting (whichever is most appropriate).